



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 05-2010

Posting Date: February 09, 2010

JOB TITLE	<u>PRINCIPAL INFORMATION SYSTEMS ANALYST /INFORMATION SECURITY COMPLIANCE ANALYST</u>
EXAM NUMBER	22594D
FILING DATES	February 10, 2010 until needs are met
SALARY	\$6,959.64 - \$9,128.18 MONTHLY
POSITION INFORMATION	<p>This is the principal-level in the Information Systems Analyst series and generally reports to an Information Technology manager. Positions require the application of significant technical knowledge and analytical skills necessary to design or develop information systems solutions in complex problem areas. Incumbents understand and are able to apply advanced principles, concepts, and methods of application analysis and design. Incumbents work on one or more major systems, which are characterized by their critical nature, size, application, or technical complexity. Incumbents play a lead role in defining requirements for or designing application functionality and performance characteristics. Principal information systems analysts may provide technical direction for a project or application, or a portion or module of a very large and complex project or application, and may lead a team of analysts, developers, other technical staff, and subject matter experts engaged in all phases of the system development lifecycle.</p>
ESSENTIAL JOB FUNCTIONS	<p>Provides leadership and highly specialized expertise for the development and enforcement of Information Security policy, procedure and workforce security training programs.</p> <p>Leads in the review, development, and implementation of departmental Information Security policies and standards.</p> <p>Leads in review, development, and implementation of departmental Information Security awareness training programs and related materials.</p> <p>Performs enterprise-wide risk assessments to ensure compliance with departmental Information Security policy, procedures and standards. Creates risk mitigation plans in response to identified gaps and deficiencies.</p> <p>Ensures compliance with external agencies and agreements (e.g. Contracts, Memorandum of Understanding, Business Associate Agreements, and Service Level Agreements).</p> <p>Monitors for departmental compliance with County policies, legislation and agreements.</p>

Department of Mental Health: Address: 550 S. Vermont Ave., Room 901, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

SELECTION REQUIREMENTS

Participates in process development to ensure Information Security policy and standards are applied appropriately.

Serves as Project Manager for enterprise-wide Information Security objectives.

Coordinates annual Information Security awareness training.

Participates in the Countywide Computer Emergency Response Team (CCERT), Departmental Computer Emergency Response Team (DCERT), and Security Engineering Teams (SET).

Option I: Graduation from an *accredited college with a bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years within the last five years of progressively more responsible, full-time, paid experience in a centralized Information Technology organization ****performing information security systems analysis and design for complex systems**.

-OR-

Option II: Two (2) years of experience, within the last three years as a Senior Information Systems Analyst in the services of the Los Angeles County ****performing information security systems analysis and design for complex systems**.

-OR -

Option III: Five (5) years within the last six years of progressively more responsible, full-time, paid experience in a centralized Information Technology organization ****performing information security systems analysis and design for complex systems**.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information:

Accreditation:* Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges** and **International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Transcripts: In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing.

****Performing Information security systems analysis and design** is defined as experience performing enterprise-wide information security assessments and associated remediation tasks, assessing and monitoring business agreement and process to ensure information security compliance, coordinating information security

<p>DESIRABLE QUALIFICATIONS</p>	<p>awareness training program, and managing complex security project.</p> <p>Strong interpersonal, verbal, and written communications skills.</p> <p>Experience defining requirements, developing, implementing, evaluating Information Security policy and procedure, and awareness training.</p> <p>Thorough understanding of applicable legislation (i.e., Health Insurance Portability and Accountability Act (HIPAA)) for the protection of IT resources.</p> <p>Strong understanding of process-based activities and how they affect an Information Security program.</p> <p>Experience performing risk analyses and generating reports.</p> <p>Knowledge of information security best practices.</p> <p>Knowledge of IT risk assessment strategies and methodologies.</p> <p>Industry certification in information security, such as Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or Certified Information Systems Auditor (CISA) is preferred, but not required.</p>
<p>SPECIAL INFORMATION</p>	<p>Shift: Any Shift</p> <p>Past and present mental health clients and family members are encouraged to apply.</p>
<p>VACANCY INFORMATION</p>	<p>The resulting eligible register for this examination will be used to fill vacancies at CIOB/Information Security Division of Department of Mental Health, County of Los Angeles.</p>
<p>EXAMINATION CONTENT</p>	<p>This examination will consist of an oral interview weighted 100%. The oral interview will cover technical knowledge and skills, training, experience, personal fitness and general ability to perform the duties of this position.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.</p>
<p>ELIGIBILITY INFORMATION</p>	<p>The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>Retake: No person may compete for this examination more than once every twelve (12) months.</p>
<p>SUPPLEMENTAL INFORMATION</p>	<p>Additional Information may be found at: http://easier.co.la.ca.us/jobs/Supplemental/22594D.doc</p> <p style="text-align: center;">*** IMPORTANT INFORMATION ***</p>

APPLICATION INFORMATION

All applicants are required to submit **a standard Los Angeles County Employment Application and the Job Specific Questionnaire**. You have the option of filing your application either Hard Copy submission - OR- Online (via electronic submission). Please select only one method to file your application.

Instructions for Filing Online: A Standard Los Angeles County Employment Application and the Job Specific Questionnaire for this examination can be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. To apply online, click on the link below on or after February 10, 2010.
https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1231BR

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 637-4585 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard Los Angeles County Employment Application and the Job Specific Questionnaire for this position will be accepted on business days, Monday through Friday only, between 8:00 a.m. and 5:00 p.m. The Standard Los Angeles County Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements at the time of filing. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Mental Health
Human Resources Bureau, Recruitment Unit
550 South Vermont Avenue, 9th Floor, Room 901
Los Angeles, CA 90020
(213) 738-2823

DISABILITY ACCOMMODATIONS

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2823.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2823. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922. The County will attempt to meet reasonable accommodation requests whenever possible.

<p>AN EQUAL OPPORTUNITY EMPLOYER</p>	<p>Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.</p>
<p>CHILD SUPPORT COMPLIANCE</p>	<p>Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.</p>
<p>VETERAN'S CREDIT</p>	<p>VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:</p> <ul style="list-style-type: none"> • During a declared war; or • During the period April 28, 1952 through July 1, 1955; or • For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or • In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. <p>This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.</p>
<p>EMPLOYMENT ELIGIBILITY INFORMATION</p>	<p>Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p>
<p>RECORD OF CONVICTIONS</p>	<p>A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.</p>

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.